



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF ACCOUNTS OFFICE OF PAYROLL
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Dave Goetz
Commissioner

TO: All Departmental Budget, Fiscal, Personnel, and Payroll Officers

FROM: Susan Walker, Director of F & A Payroll

DATE: June 4, 2007

SUBJECT: Third Quarter 2007 Payroll Schedule

The semi-monthly payroll schedule for July 1-15, 2007 through September 16-30, 2007 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
7/1-15	10	7/20/07	23	24	25	26	27	30	31	8/6/07
7/16-31	12	8/6/07	7	8	9	10	13	14	15	8/21/07
8/1-15	11	8/22/07	23	24	27	28	29	30	31	**9/6/07
8/16-31	12	9/5/07	6	7	10	11	12	13	14	9/20/07
9/1-15	10	9/19/07	20	21	24	25	26	27	28	10/4/07
9/16-30	10	10/4/07	5	8	9	10	11	12	15	**10/18/07

The monthly payroll schedule for July through September 2007 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
7/1-31	22	7/20/07	23	24	25	26	27	30	31	8/6/07
8/1-31	23	8/22/07	23	24	27	28	29	30	31	**9/6/07
9/1-30	20	9/19/07	20	21	24	25	26	27	28	10/4/07

****Special Note** - The Lost Check Run for August 01-15 (8/1-31 monthly) and September 16-30 pay periods will run the third working day after payday instead of the normal fourth working day.

*****Notify F & A Payroll of all checks to be pulled before 4:30 p.m. on the day of Calculate.** Any checks to be canceled or canceled and reissued after the day of Calculate will require a stop payment by F & A Payroll and the agency will notify the employee of the stop payment and to return the check.

Thank you for your assistance.